



# What do you do if you have been injured on the job?

- Call 911 in a serious medical emergency
- Report your injury to your supervisor immediately

In an emergency situation, your supervisor should call the BGS Office of Workers' Compensation to report your injury

- If your injury does not require emergency medical attention:

Call the BGS Office of Workers' Compensation at (802) 828-2899 to speak with a Medical Case Manager prior to seeking medical treatment

- Report your injury to your department's human resources office within 72 hours

They will complete an Employee's Claim and Employer First Report of Injury Form (Form 1) promptly and email it to [Riskhelp@state.vt.us](mailto:Riskhelp@state.vt.us) with a copy to the Department of Labor

**If you have any questions about what to do in the event of a work-related injury, contact the State of Vermont Office of Workers' Compensation at (802) 828-2899 or email us at ([Riskhelp@state.vt.us](mailto:Riskhelp@state.vt.us)).**

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